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7 March 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Survey of Index Work Procedures

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1. Records Analyst, [] completed the attached analysis in response to a new equipment request from Security Records Officer, []. It must be emphasized that this analysis is based on the continued use of existing index cards and does not extend into problems of floor plan, work flow, and related matters because no examination of procedures has been undertaken.

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2. This morning, [] and I met at the Office of Security with []. The analysis sheet, equipment details, and illustrated literature were explained in full. I suggested that a survey of the work procedures be conducted before any final decision is made on the equipment.

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3. [] told us that at a meeting with DDS late last week, Col. White told Office of Security officials an upcoming Inspector General report emphasizes records management in Security and that the Index procedures should be studied in depth for 4 or 5 weeks and automation possibilities for the Index be considered. I left with the understanding our Staff would not act on our suggested Survey of the procedures until I discussed this new proposal with the Chief, Management Staff.

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4. I met with [] at noon and discussed this equipment and survey problem. He talked with [] about the "WALNUT" project and other automation studies in progress. [] informed me that the IBM and Systems Development Corp. survey reports on DDI and Security were due Monday, 13 March. He suggested we withhold further action with the Index until then.

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5. I phoned [] this afternoon and advised him of these latest developments.

[]
Chief, Records Management Staff

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